



FRANKLIN COUNTY
PURCHASING DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215

JOB ANNOUNCEMENT

WORKING TITLE: Mail Processor (Bargaining Unit) **PCN:** 022003

SUPERVISOR: Rodney Kent, Mail Room Supv. **P.R.:** A2

PRIMARY RESPONSIBILITIES: Collects and sorts inter-office and incoming U.S. Mail. Utilizes automated sorting machine to sort mail. Delivers mail to County Officers. Drives County vehicle to other County buildings and facilities to collect and deliver mail. Processes outgoing mail for delivery by U.S. Postal Service. Weighs and affixes postage using automated postage machine. Checks metered mail for postage and other errors. Loads outgoing mail into trays, hampers and flat tubs for pick-up by U.S. Postal Service. Performs routine cleaning of Department's mail machines and sorting machines to facilitate proper operation.

MINIMUM REQUIREMENTS: High School diploma or GED with one year experience processing parcels and mail for delivery or any equivalent combination of training and experience. Job requires a valid Ohio Driver's License.

STARTING SALARY: \$11.27/hour, plus a comprehensive benefits package
120 Day Probationary Period

DATE POSTED: Wednesday, February 5, 2014

DEADLINE TO APPLY: Wednesday, February 19, 2014

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

-EOE-